



Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Feb 22, 2024

MinuteTraq (IQM2) ID #: _____

Vendor: Insight Public Sector	Vendor #: 10809	Contract Term: One time	Contract Total: \$65,500.00
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETSB
Description of Procurement/ Scope of Work/ Background	Recommendation for the approval of a contract to Insight Public Sector PO 924007 to provide 500 GTS H7038IS-LI portable radio batteries for the APX7000XE fire radios utilizing the OMNIA Partners (Cobb County) IT Products and Services (#23-6692-03) contract at a 22.937% discount. Total amount of \$65,500.00.		
Reason for Procurement	There is a lead time of 4-6 weeks for initial delivery. Batteries for the APX7000XE fire radios continue to be replaced for immediate use in the field to bridge the deployment gap for the new APXNext XN fire radio.		

FUNDING SOURCE

Procurement budgeted for (FY and budget code(s)): FY24-25 4000-5820-52250

Budget Transfer (Date) _____ Add'l Information _____

DECISION MEMO NOT REQUIRED

LOWEST RESPONSIBLE QUOTE # or BID # _____ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)

RENEWAL, Enter Bid # _____ Intergovernmental Agreement

SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)

PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00 Public Utility

PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)

Under Government Joint Purchasing Act (30ILCS525) select one below

Other Government Entity

OMNIA Partners (Cobb County) IT Products and Services (#23-6692-03)

EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)

RENEWAL OF RFP # _____

PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)

OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)

REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)

OTHER THAN LOWEST RESPONSIBILE, BID # _____

PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Feb 22, 2024	LMZ	Feb 22, 2024	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
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Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date
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